

EXECUTIVE DIRECTOR'S REPORT JANUARY 2023

ADMINISTRATION

The filing period for candidates interested in running for the Park Board of Commissioners during the April 4, 2023 Consolidated Election is complete, and the initial ballot was forwarded to the Will and Cook County Clerk's Offices.

We began our PDRMA Health program on January 1, 2023, and we appreciate the support PDRMA staff provided throughout the transition. In December, notices went out to JJ Doorhy, United Healthcare, and Guardian terminating our coverage. Also, I shared my appreciation with Brian Murray and Susie Panice from JJ Doorhy. They have advocated for more affordable rates and helped us through challenging situations.

On January 1, 2023, minimum wage increased to \$13.00 per hour for employees over the age of 18 and all FSPD staff wages are in compliance. Annually, the minimum wage will increase by \$1.00 through 2025. These increases and staffing shortages are topics of conversation as we continue to prioritize providing quality programming at affordable prices.

Work continues on the budget and staff meet weekly to learn and discuss. The first draft is linked to the January agenda for advanced review prior to the January 19 meeting. Please contact me directly with any questions or if additional information needed.

Included on the agenda is the requested travel expense requests for upcoming dance competitions. The requests are for staff travel, lodging, and food and incidental expenses per the Government Services Administration guidelines, as required by Park District Ordinance No. 16-12-301.

On the agenda is the required annual review of closed session minutes and destruction of audio recordings. I would like to request an Executive Session to review all closed session minutes and then return to open session to complete the necessary action.

MAINTENANCE

We welcomed Marlon Medina as the new Assistant Superintendent of Parks, and he immediately contributed by removing snow and ice during the December winter storm. He is learning facility locations and park amenities, procedures, and completing safety and equipment training.

Repairs at the Skate Park are complete and new Skatelite surfacing was installed. The second phase of the security camera improvements is underway at the Community Center and scheduled to be finished by the end of January.

In January 2020, the FSPD went out to bid for landscape services which dramatically reduced maintenance costs and insurance rates, and has improved efficiency over the past few years. Staff are preparing to do so again, and updated bid packets will be posted in late January with a bid opening scheduled in early February.

RECREATION

Winter/spring 2023 program registration is underway, and we are seeing strong numbers in youth programming and adult fitness classes. F.A.N. pass sales appear to be non-stop at the front desk and daily attendance at LWN has been regularly exceeding 100 people.

During the winter break from school, children enjoyed the fun daily field trips in the Escapades program held at Mary Drew.

Current preschool students are given priority registration for next year, and open registration begins January 27, following an Open House on January 24, 2023.

INFORMATION TECHNOLOGY

Work continues on acquiring two new servers to replace existing ones. We are purchasing refurbished servers that were previously used in the massive warehouses known as “the cloud.” The project is expected to be completed by the end of this fiscal year.

FSPD staff and our IT contractor are researching options to update and improve our key fob system used by residents to access the Community Center for community group meetings as well as the Dog Park and community gardens.

SPECIAL RECREATION

The next LWSRA Board Meeting is scheduled for January 17.

Titans, the adult day program enjoyed visiting Square Links during the fall session and plans to return next spring.

The popular Lunch with the Grinch event is always fun and raised over \$12,000 for the agency this past holiday season.

GOLF COURSE

The golf marketing plan, completed last year by Campfire Concepts, included a new logo for Square Links Golf Course & Practice Center. Staff are working on pricing and plans for updating signage, amenities, and merchandise with the new logo.

We are registered for the Tinley Park Golf Expo February 3-5, 2023. Last year, this proved to be a beneficial opportunity with staff connecting with many new golfers that came to the course and registered for lessons with our pro, Ken Buss.

Plans continue to open the golf course for Superbowl Sunday on February 12, and this annual opportunity is typically well-received by a number of dedicated golfers.

OFFICE

Installment billing is a feature with the latest RecTrac update that is heavily used by parents registering for preschool and dance. Previously, payment plans designed to spread registration payments over the long program duration were completed by hand. The software update made this process more efficient, allowing us to expand usage, which has increased dramatically.

Office staff are working with the recreation department to prepare for the 2023/2024 ELC preschool registration. Since the cancellation of preschool due to the pandemic, enrollment numbers have not returned to pre-pandemic levels. Staff are working to inform residents about our preschool and share the strengths of our longest running FSPD program in an effort to increase interest and subsequently, participation.

RISK MANAGEMENT

Our Risk Management Review process begins later this month and will focus on slip, trip, and fall prevention as well as other areas to be identified by PDRMA and FSPD staff, as loss reports are reviewed in the kickoff meeting. Thanks to increased training, our safety program, and injury prevention efforts, last year's claims were minimal. We look forward to PDRMA's guidance and resources to help us better prevent golf cart damage, as that continues to be an area for improvement.

With the transition to PDRMA Health's high deductible health insurance beginning January 1, 2023, insurance-eligible staff also have the opportunity to participate in their wellness program, Positive Activities Toward Health, or PATH program. Staff will provide PATH highlights during the January Board Meeting.

FOIA

Staff received and responded to a FOIA request submitted by Shane Butts, Huber Landscape Services, Inc., inquiring about current landscape providers and pricing. Following the FOIA, Mr. Butts continued to contact two staff members with additional questions, and staff hours and the legal fees that were incurred are detailed on the FOIA Cost Summary.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: December 2022

Daily/Weekly Tasks

Completed payroll and accounts payable and all related tasks.
Contacted vendors/contractors to request updated COIs.
Managed daily correspondence.
Completed all necessary pre and post-Board Meeting actions.
Prepared sign change information, updated LED sign as needed.
Transcribed staff and PAT meeting minutes.
Forwarded DDO message to Lauterbach & Amen, requested action.
Provided 2023 COIs to intergovernmental partners, contractors, and lease holders.
Sent response letters to all Assistant Superintendent of Parks applicants.
Faxed and emailed cancellation letters to Guardian and UHC.
Participated in weekly budget meetings.
Prepared for and ran monthly PAT meeting.

Special Projects

Our Unique Entity Identifier and CAGE code for GATA (Grant Accountability and Transparency Act) was received. This will allow the Park District to apply for and receive grants.
Teams meeting with PDRMA for USA Bank (HSA provider)
The SUTA rate, from the IDES will be available Jan 5, 2023
W-9s are on file for the many new vendors the Park District has worked with during 2022
Identification and disconnection of unused long distance carrier
W-2 balancing as distribution is due January 2023
Communication with insurance eligible staff with regards to receipt of their cards and online access
Continued preliminary work on 2023/2024 budget, prepared documents for department heads.
Uploaded tax levy and levy direction ordinance documents to Will and Cook Counties, printed filing receipts.
Requested website updates and forwarded information to website provider.
Participated in PATH webinar.
Prepared and presented PATH program information to all eligible staff.
Provided PATH packet of information and forwarded introductory letter to staff.
Scheduled biometric on-site screening through PDRMA Health
Prepared information/documents for Consolidated Election petition filing, reviewed process with staff.
Updated and forwarded 2023 College Scholarship application to LWE PPE Office and website contractor.
Confirmed accuracy of tax exempt property tax form and mailed to Will County Assessor.
Prepared Company competition travel reimbursement forms for Board consideration.
Prepared Consolidated Election Certification of Ballot forms and forwarded to Will and Cook Counties.
Reached out to AED contractor to request pricing and availability of training unit.
Provided a list of suggested PDRMA training opportunities to new employee.

Monthly Department Summary

Department: Park Maintenance

Month/Year: December 2022

Daily/Weekly Tasks

Staffing Interviews, reference checks, a second interview for Marlon Medina, background check, physical, job offer, orientation, etc. Welcome aboard Marlon!

Custodial Building Cleaning	Cleaning and sanitizing, our facilities daily, per building use schedule, and work requests. Disinfecting with the mister is also done on an as-needed basis.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking is always scheduled after Christmas.
Signboard Changes	as needed
Respond to public questions & special requests	The Island Prairie dedication bench was completed. I visited the Cub Scouts and our preschoolers for their Christmas party. It was fun and really got me into the Christmas spirit. Tables, chairs, Christmas trees... etc were delivered to Lincoln-Way North for the preschoolers Big Christmas Show. I heard they did a great job!
Administrative	Invoices (submit & code to proper line items) are completed weekly. Front desk staff continues to provide schedules and calendars for maintenance and custodians (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. IAPD inclusion webinar. Morton Arboretum grant funding survey. Flags flown at half-staff as needed (Pearl Harbor Day). Winter uniforms were ordered and received. Writing & prioritizing budget lists.

Special Projects

Buildings	Building checks are done weekly (or more if needed). There was an unusually cold weekend near the end of the month so we left water trickling at all our buildings. The Community Room kitchen floor drain needed to be rodded out. Golf Course mail is picked up and dance deliveries are brought over to Mary Drew.
Parks	Showing Marlon around and getting him aquanted with all our facilities is a priority. Nicolette Jerik and I started park tours for front desk staff to familiarize them with rental facilities and other park areas that will help them answer public questions.
Schools	I continue working with new maintenance superintendents for Lincoln-Way Community High School School District 210 and Summit Hill School District 161.

Happy New Year!!!

Monthly Department Summary

Department: Recreation
Month/Year: December 2022

Daily/Weekly Tasks

BAS

- * Escapades attended field trips to Emagine and Tinley Bowl.
- * BAS held a snow day on Thursday, 12/22.
- * Cancelled Friday, 12/23 BAS due to weather.
- * Sent BAS attendance rosters w to schools.
- * Printed BAS attendance rosters and sign in/out sheets.
- * Prepared staff schedules for BAS counselors and hall monitors.
- * Prepared January Mary Drew staff calendar, outlining daily building usage.
- * Conducted interviews for BAS counselor positions.
- * Santa's Craft Corner took place on December 9 at Mary Drew.

Square Links

- * Square Links rebranding has begun. Communicated upcoming projects with One Up Signs.
- * Preparing for the Tinley Park Convention Center Golf Expo, scheduled for February 3-5. Ken Buss, our PGA Golf Pro, will join staff at the Square Links booth.
- * Golf course management staff met with Executive Director to review marketing plans and improvements for the 2023 season.

F.A.N. - Frankfort Square Park District Activities at North

- * FSBL utilized the Fitness Room 2x per week after school.
- * Wildcat, Shamrock and Explosion Basketball teams continued to practice in the main LWN gym.
- * Wildcat Wrestling returned and are practicing 3 days per week.
- * R.E.C.E.S.S. and Chair & Hatha Yoga concluded their fall sessions.
- * Cancelled Co-ed Basketball and the Basketball Shooting Camp due to lack of enrollment.
- * Hosted the ELC preschool holiday program at LWN on December 20 & 21.
- * Added 20 additional F.A.N. hours during the school holiday break.
- * Closed F.A.N. on Dec 23 due to severe weather and sent a blast email to inform all members.

Preschool

- * The 3-year-old holiday program was held at LWN on December 20 and included snacks, crafts, and songs.
- * The 4-year-old program was held at LWN on December 21.
- * "Santa Ed" visited with the early childhood programs.
- * Notified parents that preschool was cancelled on December 23 due to hazardous weather conditions.

Monthly Department Summary

Department: Front Office

Month/Year: December 2022

Daily/Weekly Tasks

Answered phones and took registrations in-person and over the phone.

Sent RecConnect blast emails from RecTrac based on department needs for marketing purposes.

Bi-Weekly bills and payroll mailing.

Weekly provided facility calendars to the maintenance department 2 weeks in advance, emailed changes daily.

Balanced for the month of December and put balance worksheets in order by date.

Ordered office supplies based on department needs.

Balanced each morning from both web and in-house transactions.

Completed Dog Park renewals, updated shot records, ran monthly shot record reports.

Entered bank deposit cash or check information from previous business day sales into Davis Bancorp website for deposit pickup. Reconciled pay codes.

Responded to all info@fspd.org email inquiries.

Sent weekly schedules/calendars to Ed for indoor usage and outdoor field usage with specific room details.

Filed applicable programs in the brochure in numerical order for reference and filing at the end of the season.

Cancel change request forms per program: completed/processed. Called patrons, provided refunds, updated RecTrac/brochure/website.

Daily FAN cash input. Filed F.A.N. daily drop ins.

Secured rental supervisors as needed. Reviewed supervisor checklist, followed up/returned security deposits.

Filled out PDRMA alcohol waivers for rentals, as needed.

Monitored website, turned on/off programs as applicable.

Prepared BAS school rosters. Organized onto Excel per school, weekly emailed rosters to main contact.

Reserved Scout and HOA groups facility dates.

Special Projects

Input reservations into RecTrac for our monthly calendar meetings. Changed and updated as needed.

Double checked all new BAS enrollments have paperwork filled out, updated RecTrac allergies/contacts.

Contacted Scout and HOA groups that have outstanding balances to be paid by January 1 as rental fees are waived.

Reserved all winter/spring programs in RecTrac upon receipt of changes from supervisors. Printed and filed reservation numbers.

Installed Duo Wireless Access Points at the Community Center to provide enable remote access into the control panel to determine source of issues.

Winter F.A.N. pass sales began 12/1/22.

Ran December F.A.N. pass membership expiration report, notified members of passes expiring within the next month.

Website clean up, turned off all programs that have started for the current brochure.

Coded 3 & 4 year old preschool for the 2023-2024 school year.

Creawo2 new fee sets for 3 & 4 year old preschool for the 2023-2024 school year.

Created new 3 & 4 year old preschool registration forms.

Calculated and set up installment billing for 3 & 4 year old preschool for the 2023-2024 school year.

Developed a new registration set with preschool registration dates.

Deactivated fobs no longer being used by Dog Park and community garden participants.

Deactivated Dog Park fobs when patrons do not update shot records.

Contacted those on garden waitlist when plots open up.

Entered garden plot and contact info into 2023 spreadsheets for Community & Brookside Bayou Parks.

Completed Mary Drew and LWN facility indoor billing for the month of December.

Ongoing credit and debit project. Continue to run credit and debit reports each month.

Balanced rentals from GL codes for the previous month.

Updated RecTrac with changes from the brochure once hard copies were mailed and staff received.

Proofed all Letters from Santa to go out in the mail on 12/9.

Compiled information for weekly field rental calendars and indoor usage calendars for the maintenance department.

Scheduled teams for indoor usage. Accepted and verified facility usage paperwork.

Ran credit card authorization check report for all cards on file utilizing installment billing. Contacted patrons when household came up on report.

Updated new credit cards on file for installment billing for those declined.

Managed bulk refunds for BAS for cancellation day.

Contacted families that wanted to pay for BDC gear with credit cards.

Put through all BDC gear sales from this past month under dancers' households that paid in cash or check.

Created two dance registration forms, one for Company and one for regular dance classes.

Filled the lobby with all winter spring 2023 registration information and prepared for registration.

Filed all fall 2022 dance registration information. Started new program file folders for W/S 2023 programs.

Ran GL reports for installment billing.

Ran installment billing and charged all credit cards for preschool on 12/20.

Organized plan for Company competition payments and costumes.

Reserved all programs in RecTrac to appear on the facility calendar for the winter/spring brochure, allocating specific reservation for each program.

Double checked and called participants to ensure all enrolled in Santa's Craft Corner had an adult registered.

Added a pro-rate option to all regular classes for the winter/spring brochure.

Finished merging duplicate members and duplicate households.

Researched & received quotes from various key companies on what is required from a Wi-Fi or hot spot connection.

Met with T-Mobile to review potential installation of hot spots at outdoor locations with key fobs.